



Penrith Town Council

Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR

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DRAFT Minutes of the meeting of the

FINANCE COMMITTEE

Held virtually via video conference on **Monday 22 March 2021**, at 6.00 p.m.

PRESENT

Cllr. Burgin South Ward
Cllr. Jackson South Ward
Cllr. C. Shepherd West Ward

Cllr. Kenyon North Ward
Cllr. Hawkins West Ward

Services and Contracts Manager
Responsible Finance Officer
Solicitor

The Town Council resolved from 20 May 2019, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence.

DRAFT

MINUTES FOR THE MEETING OF

FINANCE COMMITTEE

22 MARCH 2021

PART I

FIN20/61 Apologies for Absence

There were no apologies for absence.

Cllr Hawkins joined the meeting at 18:06 hours.

Cllr Jackson joined the meeting at 18:09 hours

Cllr Shepherd left the meeting at 19:02 hours.

FIN20/62 Confirmation of the Minutes of the Previous Meeting

Members authorised the Chair to sign the Minutes of the Meeting of the Finance Committee held on Monday 11 January 2021 as a true and accurate record.

FIN20/63 Declarations of Interest and Requests for Dispensations

Members noted that no declarations of interests or requests for dispensations by Members in respect of items on the agenda were received prior to the meeting.

**FIN20/64 Public Participation
Public Representations**

Members noted that there were no questions or representations that had been received from members of the public prior to the meeting.

FIN20/65 Excluded Item: Public Bodies (Admission to Meetings) Act 1960

Members were asked whether item 22 be considered without the presence of the press and public, pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960, as publicity relating to that (any of those) matter/s may be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for the other special reasons noted in relation to that matter on the agenda.

RESOLVED THAT:

Item 22 should be considered without the presence of the press and public.

FIN20/66 Budgetary Control Statement 2020/21: 28 February 2021

Members considered the Budgetary Control Statement 2020/21 Expenditure to month end 28 February 2021.

RESOLVED THAT:

The Budgetary Control Statement of Expenditure to 28 February 2021 be approved.

FIN20/67 Payments for Approval

Members noted that Cllr Burgin and Cllr C. Shepherd accessed the Electronic Banking System and verified and confirmed that the banking transaction history ran concurrently from the last meeting and agreed with the transactions circulated with the meeting documents. Members considered the Monthly Report of Payments for December 2020, January and February 2021.

RESOLVED THAT:

- i. The monthly report of payments be approved.
- ii. Cllr Hawkins and Cllr Shepherd check the EBS and the Monthly Report of Payments for the meeting of the Finance Committee on the 26 April 2021.

FIN20/68 Bank Reconciliation

Members considered the Bank Reconciliation for the HSBC Bank account for the periods ending 31 December 2020, 31 January 2021 and 28 February 2021.

RESOLVED THAT:

The Bank Reconciliation for the HSBC Bank account for the period ending 31 December 2020, 31 January 2021 and 28 February 2021 be approved and signed by Cllr Burgin.

FIN20/69 Internal Audit Report

Members considered the Internal Auditors Interim Audit Report for the period 01 April 2020 to 31 December 2020.

RESOLVED THAT:

The Internal Auditors Interim Audit Report for the period 01 April 2020 to 31 December 2020 be approved and go forward for ratification by Full Council.

FIN20/70 Annual Review of Fees and Charges

Members considered the report setting out the Fees and Charges for the financial year 2021/22.

RESOLVED THAT:

- i. The Fees and Charges for the 2021/22 financial year be approved and go forward for final ratification by Full Council.
- ii. The permission and terms of use for the Board and Elbow pub to use the Cornmarket area be approved.

FIN20/71 Finance Committee Meeting Dates 2021/22

Members considered the report setting out the proposed meeting dates and times for the 2021/22 year.

RESOLVED THAT:

The proposed meeting dates and times for the 2021/22 year be approved and go forward for final ratification by Full Council.

FIN20/72 Cumberland Building Society Account

Members were asked to confirm the removal of Councillor Bowen and Councillor Baker as signatories from the Cumberland Building Society Account.

RESOLVED THAT:

Councillor Bowen and Councillor Baker be removed as signatories from the Cumberland Building Society Account.

FIN20/73 Policy Review

Members considered the revised Banner and Advertisement Policy and Memorial Seat Policy.

RESOLVED THAT:

- i. The revised Banner and Advertisement Policy be approved and go forward for final ratification by Full Council.
- ii. The revised Memorial Seat Policy be approved and go forward for final ratification by Full Council.
- iii. The Services and Contracts Manager proposes a fee for fairs and circuses to advertise on the Council's assets and reports to a future meeting.

FIN20/74 Coronation Garden Asset of Community Value

Members noted Eden District Council's Executive on the 19 January 2021 considered the Council's nomination for Coronation Garden to be registered as an Asset of Community Value. The nomination was approved, and Coronation Garden has been included in the List of Assets of Community Value maintained by Eden District Council.

FIN20/75 Finance Committee Work Plan

Members noted the Finance Committee Work Plan progress as of 31 March 2021.

FIN20/76 Contractor Change of Control

Members noted that the Community Caretaker and Grounds Maintenance Contracts that are currently delivered by Amey, will from the 01 March 2021 be delivered by Urbaser, following Urbaser purchasing and acquiring contracts from Amey. There will be no changes to the delivery or terms of the contracts currently in place.

FIN20/77 Bank and Investment Accounts

Members reviewed the balance on the HSBC account.

RESOLVED THAT:

The balance in the HSBC account remains as it is and any investment transfers are to be considered once the precept has been received.

FIN20/78 Review of Internal Control 2020/21

Members considered the report setting out a review of the Council's System of Internal control for the current financial year.

RESOLVED THAT:

The review of the Council's System of Internal Control for the current financial year 2020/21 be approved and go forward for final ratification by Full Council.

FIN20/79 Community Caretaker Contract

Members considered the extension of the Community Caretaker Contract for a further 12 months.

RESOLVED THAT:

The Community Caretaker Contract be extended for a further 12 months on the same basis as the current contract, effective from the 25 June 2021.

FIN20/80 Brackenber Allotment Issue

Members considered the drainage matter at Brackenber Allotments.

RESOLVED THAT:

- i. The drainage issues at the Brackenber Allotments be noted.
- ii. The Services and Contracts Manager is authorised to develop a scheme of work to alleviate the drainage issues and proceed to obtain quotations.
- iii. Full Council approves a budget of £10,000 from the Devolution Reserve.
- iv. The Services and Contracts Manager be authorised to apply for any grants that the Council may be eligible for, to contribute to and offset the cost of the works.
- v. The Penrith Allotment Association be asked to consider making a financial contribution to the cost of the scheme, yet the furtherance of the scheme is not to be dependant upon the PAA making a financial contribution or not.

PTC20/81 NEXT MEETING

Members noted that the next meeting was scheduled for **26 April 2021** at 6.00pm, Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR or that the meeting may be convened on this date via video conferencing.

Private Session

Part II

Members agreed that there was one item in this part of the Agenda to be considered in private as it would involve the disclosure of exempt information under the following category of Part 1 of Schedule 12A of the Local Government Act 1972: Paragraph 2 – Exempt information relating to information which is likely to reveal the identity of an individual.

PTC20/82 Salkeld Road Allotment Boundary Matter

Members considered the written report and the recommendations contained within.

RESOLVED THAT:

- i. The boundary matter at Salkeld Road allotments and the measures the Council has taken so far be noted.
- ii. The Services and Contracts Manager and Solicitor be authorised to resolve the matter in accordance with the Surveyor's findings and informs all interested parties.

CHAIR:

DATE:

FOR ATTENTION FOR ALL MEMBERS OF FINANCE COMMITTEE AND FOR INFORMATION TO THE TOWN COUNCIL

Access to Information

Copies of the agenda are available for members of the public to inspect prior to the meeting. Agenda and Part I reports are available on the Town Council website.

Background Papers

Requests for the background papers to the Part I reports, excluding those papers that contain exempt information, can be made to the Town Clerk between the hours of 9.00 am and 3.00 pm, Monday to Wednesday via office@penrithtowncouncil.co.uk